

ARCS 2 PROCESS:	MANUAL/PROCEDURE UPDATES	PRCS(MINIPLAN)-010.002
Plan Owner: Larry Jones		August 29, 1997 Page 1

GOAL: Ensure timely, accurate, consistent and accessible procedures and manuals.

PROCESS:

These tasks need to be completed prior to each ARCS RESET and Installation site visit.

- ☒ Develop procedure matrix with identifier, title, owner/author, due date, location, status and comment columns (Coonley 4/21/97)
- ☒ Establish Controlled Distribution Lists for Observer's and Installation/RESET manuals. Coordinate with OMS (Meyer 4/25/97)
- ☒ Produce and distribute Observer and RESET manuals to AIS (Meyer/Smith, Gallegos 5/6/97)
- ☒ Develop update cycle and schedule for TWP Ops and Installation procedures and manuals (Coonley 5/30/97)
- ☒ Establish new file-naming protocol for all procedures online. Develop plan (Meyer with Perkins, Coonley, Gallegos 5/30/97) Implementation (Meyer with Perkins, Coonley, Gallegos 6/30/97)
- ☒ Correct category and numbering anomalies with existing, (ie, Ops to ARCS, etc) reformat as needed (Coonley, Meyer with Smith 7/30/97)
- ☒ Revise ARCS-1 Observer's manual for RESET-2; update, write new or reformat procedures as needed (Coonley with owners, Smith 7/30/97)
- ☒ Revise ARCS-1 Installation/RESET Manual for RESET-2; update per RESET-1 visit notes, write new or reformat procedures as needed (Coonley with RESET team, Smith 8/15/97)
- ☐ Create TWPP Plan Binder and assemble existing documents, schedules, budget info, etc. (Jones 9/5/97)
- ☐ Update and distribute cross reference table of contents for Observers and RESET manuals (Smith 9/15/97)
- ☐ Create plan for updating instrument manuals including binders that duplicate files; arranged by ARCS site (Coonley 6/15/97) Update instrument manuals (Jones w/student 9/15/97)
- ☐ Revise TWPPPO manual; update existing, write new procedures or reformat as needed (Meyer with Smith 9/30/97)

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Plan Owner: Larry Jones		August 29, 1997 Page 2

- ☐ Rename files for all procedures online using the established protocol pending acquisition of new file server (Meyer w/student 10/1/97)
- ☐ Update ARCS-1 Observer's Training Manual and create manual in one 3-ring binder (Coonley with Smith 10/30/97)

ISSUES:

IMPROVEMENTS: